

Scott, Elaine

From: Julia Cotrone (b)(4)
Sent: Friday, November 03, 2017 11:47 AM
To: Lynn, Tricia
Subject: Definers Cost Breakdown/Letter

Hi Tricia,

See below for the information you requested. Let me know if you need the letter in a word doc and signed.

Thanks!

To Whom It May Concern:

The Console is (b)(4)

(b)(4)

(b)(4)

(b)(4)

Thanks,
Julia Cotrone
Special Assistant
Definers Public Affairs

Cost Breakdown

(b)(4)

--

Julia Cotrone

O: (b)(4) | C: (b)(4)

Dews, Donna

From: Julia Cotrone (b)(4)
Sent: Wednesday, December 06, 2017 3:11 PM
To: Dews, Donna
Cc: (b)(4) Gosnell, Jody; Wilson, Jessica
Subject: Re: Documents Needed
Attachments: Definers EPA Proposal.docx

attached - please call my cell if you need any clarification or more detail.

Thanks!

On Tue, Dec 5, 2017 at 4:42 PM, Dews, Donna <Dews.Donna@epa.gov> wrote:

Hi Ms. Cotrone,

Thank you for taking our call earlier on the urgent turnaround request. The U.S. Environmental Protection Agency requests a revised work proposal and cost estimate to the revised statement of work in the attached. In the essence of time please forward the request no later than 3:00pm on Wednesday December 6, if not sooner.

Thank you

Donna Dews

Contract Specialist

US Environmental Protection Agency

Office of Acquisition Management

HPOD/Program Contract Service Center

Washington, DC 20460

202-564-6752 (DIRECT)

Dews.donna@epa.gov

--

Julia Cotrone

O: (b)(4) | C: (b)(4)

Dews, Donna

From: Julia Cotrone (b)(4)
Sent: Thursday, December 07, 2017 3:30 PM
To: Wilson, Jessica
Cc: Dews, Donna
Subject: Re: FW: First Draft of SOW and Memo

Hi Jessica,

Yes I confirm this SOW is in line with the cost estimate and work plan we provided.

Thanks!

On Thu, Dec 7, 2017 at 3:20 PM, Wilson, Jessica <Wilson.Jessica@epa.gov> wrote:

Please review the attached SOW and confirm the SOW is in line with the cost estimate and work plan you provided

Jessica V. Wilson

Contracting Officer

U.S. Environmental Protection Agency

OARM/OAM/HPOD/PCSC

Ronald Reagan Building #61178

1200 Pennsylvania Ave. NW Mail Code: 3803R

Washington, DC 20460

Phone: 202-564-2504

E-mail: wilson.jessica@epa.gov

From: Wilson, Jessica
Sent: Thursday, December 07, 2017 3:15 PM
To: (b)(4)
Cc: Dews, Donna <Dews.Donna@epa.gov>
Subject: FW: First Draft of SOW and Memo

Have a great day,

Michael G. Quarles
Acquisitions and Assistance Manager
Office of Administrative and Executive Services
US Environmental Protection Agency
1200 Pennsylvania Ave. NW
Washington, DC 20460
Mail Code 6202A
(202) 343-9970

From: Julia Cotrone (b)(4)
Sent: Wednesday, December 06, 2017 4:47 PM
To: Quarles, Michael <Quarles.Michael@epa.gov>
Subject: Re: FW: Definers Cost Breakdown/Letter

Hi Michael,

Here is a updated proposal as we discussed. When I sent Donna the last proposal she asked for detailed cost breakdown which I will need to do for this before I send over. I will send to her before I leave tonight but wanted to make sure I got this in your hands first. Feel free to call my cell if you have any questions:

(b)(4)

On Wed, Dec 6, 2017 at 3:36 PM, Julia Cotrone (b)(4) wrote:

Hi Michael,

I sent over the following doc to Donna earlier. You will (b)(5)
(b)(5)

Thanks!

On Wed, Dec 6, 2017 at 7:49 AM, Quarles, Michael <Quarles.Michael@epa.gov> wrote:

Hello Julia,

Thank you for cost breakdown letter. Unfortunately, our procurement process requires an actual price quote. Are you able to provide a contractual price quote with cost breakout for the services below. As you know we are trying to implement your service asap, so your speedy response is greatly appreciated.

Have a great day,

Michael G. Quarles
Acquisitions and Assistance Manager

Office of Administrative and Executive Services

US Environmental Protection Agency

1200 Pennsylvania Ave. NW

Washington, DC 20460

Mail Code 6202A

(202) 343-9970

From: Julia Cotrone (b)(4)

Sent: Friday, November 03, 2017 11:47 AM

To: Lynn, Tricia <lynn.tricia@epa.gov>

Subject: Definers Cost Breakdown/Letter

Hi Tricia,

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The Console is (b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

Thanks,

Julia Cotrone

Special Assistant

Definers Public Affairs

Cost Breakdown

(b)(4)

--

Julia Cotrone

O: (b)(4) | C: (b)(4)

Julia Cotrone

O: (b)(4) | C: (b)(4)

--

Julia Cotrone

O: (b)(4) | C: (b)(4)

Dews, Donna

From: Wilson, Jessica
Sent: Thursday, December 07, 2017 4:25 PM
To: Scott, Elaine
Cc: Dews, Donna
Subject: FW: FW: First Draft of SOW and Memo

Elaine I confirm that the attached documents in final format are in approved/final status for the following documents:

SOW
Work plan
Cost estimate
D&F
Approval Memo from Contractor

Jessica V. Wilson
Contracting Officer

U.S. Environmental Protection Agency
OARM/OAM/HPOD/PCSC
Ronald Reagan Building #61178
1200 Pennsylvania Ave. NW Mail Code: 3803R
Washington, DC 20460
Phone: 202-564-2504
E-mail: wilson.jessica@epa.gov

From: Julia Cotrone (b)(4)
Sent: Thursday, December 07, 2017 3:30 PM
To: Wilson, Jessica <Wilson.Jessica@epa.gov>
Cc: Dews, Donna <Dews.Donna@epa.gov>
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Jessica V. Wilson
Contracting Officer

Julia Cotrone

O: (b)(4) | C: (b)(4)

Dews, Donna

From: Julia Cotrone (b)(4)
Sent: Thursday, December 07, 2017 6:03 PM
To: Dews, Donna
Cc: Quarles, Michael; Grantham, Nancy; Group DDC-Customer; Wilson, Jessica; Scott, Elaine; Plater, Lottie
Subject: Re: Distribution of EP-18-H-000025 - A more legible copy
Attachments: Definers Executed EPA Award.pdf

Thank you, Donna! Attached is signed award -
Please let me know if theres anything else we need to do on our end to process the award.

On Thu, Dec 7, 2017 at 5:43 PM, Dews, Donna <Dews.Donna@epa.gov> wrote:

Oops!!!Here is a better copy.

The attached is for award. Thanks so much!!!

Donna Dews

Contract Specialist

US Environmental Protection Agency

Office of Acquisition Management

HPOD/Program Contract Service Center

Washington, DC 20460

202-564-6752 (DIRECT)

Dews.donna@epa.gov

--

Dews, Donna

From: Dews, Donna
Sent: Monday, December 11, 2017 9:38 AM
To: 'Julia Cotrone'; (b)(4)
Cc: Scott, Elaine; Wilson, Jessica
Subject: Contract awarded 12/7/17

Hi Julia

Per my voice mail today. When can the Office of Administrator start using your services. Your quote indicates start date of 1/1/18. Please amend your quote to reflect period of performance, as to when the services start and end. Thanks so much!!!!.

Donna Dews
Contract Specialist
US Environmental Protection Agency
Office of Acquisition Management
HPOD/Program Contract Service Center
Washington, DC 20460
202-564-6752 (DIRECT)
Dews.donna@epa.gov

Dews, Donna

From: Grantham, Nancy
Sent: Friday, December 08, 2017 7:59 AM
To: Quarles, Michael; Dews, Donna
Subject: FW: Distribution of EP-18-H-000025 - A more legible copy
Attachments: Definers Executed EPA Award.pdf

Does this mean that the contract has been awarded? When can we start using it? Thanks much ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
(b)(6) (mobile)

From: Julia Cotrone (b)(4)
Sent: Thursday, December 07, 2017 6:03 PM
To: Dews, Donna <Dews.Donna@epa.gov>
Cc: Quarles, Michael <Quarles.Michael@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Group DDC-Customer <DDC-Customer@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Scott, Elaine <Scott.Elaine@epa.gov>; Plater, Lottie <Plater.Lottie@epa.gov>
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US Environmental Protection Agency

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Washington, DC 20460

202-564-6752 (DIRECT)

Dews.donna@epa.gov

—
Julia Cotrone

O: (b)(4) | C: (b)(4)

Dews, Donna

From: Grantham, Nancy
Sent: Friday, December 08, 2017 8:33 AM
To: Quarles, Michael; Dews, Donna
Cc: McCluney, Lance
Subject: RE: Distribution of EP-18-H-000025 - A more legible copy

As soon as you tell us we can thanks

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
(b)(6) (mobile)

From: Quarles, Michael
Sent: Friday, December 08, 2017 8:04 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Dews, Donna <Dews.Donna@epa.gov>
Cc: McCluney, Lance <McCluney.Lance@epa.gov>
Subject: RE: Distribution of EP-18-H-000025 - A more legible copy

Hi Nancy,

Donna is out today. The effective date was yesterday. I will double check to make sure it has gone through all the appropriate systems for use. When do you need to start using it?

Have a great day,

Michael G. Quarles
Acquisitions and Assistance Manager
Office of Administrative and Executive Services
US Environmental Protection Agency
1200 Pennsylvania Ave. NW
Washington, DC 20460
Mail Code 6202A
(202) 343-9970

From: Grantham, Nancy
Sent: Friday, December 08, 2017 7:59 AM
To: Quarles, Michael <Quarles.Michael@epa.gov>; Dews, Donna <Dews.Donna@epa.gov>
Subject: FW: Distribution of EP-18-H-000025 - A more legible copy

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202-564-6879 (desk)

(b)(6)

(mobile)

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Sent: Thursday, December 07, 2017 6:03 PM

To: Dews, Donna <Dews.Donna@epa.gov>

Cc: Quarles, Michael <Quarles.Michael@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Group DDC-Customer <DDC-Customer@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Scott, Elaine <Scott.Elaine@epa.gov>; Plater, Lottie <Plater.Lottie@epa.gov>

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Donna Dews

Contract Specialist

US Environmental Protection Agency

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Washington, DC 20460

202-564-6752 (DIRECT)

Dews.donna@epa.gov

--

Julia Cotrone

O: (b)(4) | C: (b)(4)

Dews, Donna

From: Dews, Donna
Sent: Monday, December 11, 2017 11:20 AM
To: 'Julia Cotrone'
Cc: (b)(4) Scott, Elaine; Wilson, Jessica
Subject: RE: Contract awarded 12/7/17

Hi Julia

Thank you.

Donna Dews
Contract Specialist
US Environmental Protection Agency
Office of Acquisition Management
HPOD/Program Contract Service Center
Washington, DC 20460
202-564-6752 (DIRECT)
Dews.donna@epa.gov

From: Julia Cotrone (b)(4)
Sent: Monday, December 11, 2017 11:17 AM
To: Dews, Donna <Dews.Donna@epa.gov>
Cc: (b)(4) Scott, Elaine <Scott.Elaine@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>
Subject: Re: Contract awarded 12/7/17

Hi Donna,

We working to amend this now - will be in touch shortly

On Mon, Dec 11, 2017 at 9:37 AM, Dews, Donna <Dews.Donna@epa.gov> wrote:

Hi Julia

Per my voice mail today. When can the Office of Administrator start using your services. Your quote indicates start date of 1/1/18. Please amend your quote to reflect period of performance, as to when the services start and end. Thanks so much!!!!.

Donna Dews

Contract Specialist

US Environmental Protection Agency

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HPOD/Program Contract Service Center

Washington, DC 20460

202-564-6752 (DIRECT)

Dews.donna@epa.gov

Julia Cotrone

O: (b)(4)

C: (b)(4)

Dews, Donna

From: Scott, Elaine
Sent: Tuesday, December 12, 2017 11:21 AM
To: Scott Cotter
Cc: Dews, Donna; Joe Pounder; Julia Cotrone
Subject: RE: Contract awarded 12/7/17

Thank you Scott. The original award had this period of performance therefore no additional modification to the award is needed at this time. Work may begin.

Thank you to everyone for getting this procurement completed.

Elaine Scott,

From: Scott Cotter (b)(4)
Sent: Tuesday, December 12, 2017 11:02 AM
To: Scott, Elaine <Scott.Elaine@epa.gov>
Cc: Dews, Donna <Dews.Donna@epa.gov>; Joe Pounder (b)(4) Julia Cotrone (b)(4)
Subject: Fwd: Contract awarded 12/7/17

Hi Elaine,

Please find attached the revised estimate reflecting the 12/7 start date.

Let me know if you need anything else at this time.

Kindest regards.

Scott

----- Forwarded message -----

From: Scott, Elaine <Scott.Elaine@epa.gov>
Date: Tue, Dec 12, 2017 at 8:37 AM
Subject: RE: Contract awarded 12/7/17
To: Julia Cotrone (b)(4) "Dews, Donna" <Dews.Donna@epa.gov>
Cc: (b)(4) "Wilson, Jessica" <Wilson.Jessica@epa.gov>

Good Morning All,

If there is going to be a change in the Period of Performance (POP), no work should transpire between either Definers or EPA until such time the contract is modified to correct the POP. A quote with the correct POP on it is needed as well.

Thank you all,

Elaine Scott

From: Julia Cotrone (b)(4)
Sent: Monday, December 11, 2017 3:34 PM
To: Dews, Donna <Dews.Donna@epa.gov>
Cc: (b)(4); Scott, Elaine <Scott.Elaine@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>
Subject: Re: Contract awarded 12/7/17

Hi Donna,

Im working with Michael and Nancy to figure out when they will be able to send us the relevant information to get the project started. Most importantly when they will be able to send us the names of the folks who need to receive the clips. We could start as ASAP but right now we would have no one to send the clips to. As soon as we know when they will be able to send us that info well update the cost estimate to reflect that date.

Thanks!

--
Scott Cotter
COO/CFO
Definers Corp
1500 Wilson Blvd.
5th Floor
Arlington, VA 22209

(b)(4)

(b)(4)

Dews, Donna

From: Dews, Donna
Sent: Thursday, December 14, 2017 6:59 AM
To: 'Julia Cotrone'
Cc: (b)(4) Scott, Elaine; Wilson, Jessica
Subject: RE: Contract awarded 12/7/17

Julia

Thanks for the update.

Donna Dews
Contract Specialist
US Environmental Protection Agency
Office of Acquisition Management
HPOD/Program Contract Service Center
Washington, DC 20460
202-564-6752 (DIRECT)
Dews.donna@epa.gov

From: Julia Cotrone (b)(4)
Sent: Monday, December 11, 2017 3:34 PM
To: Dews, Donna <Dews.Donna@epa.gov>
Cc: (b)(4) Scott, Elaine <Scott.Elaine@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>
Subject: Re: Contract awarded 12/7/17

Hi Donna,

Im working with Michael and Nancy to figure out when they will be able to send us the relevant information to get the project started. Most importantly when they will be able to send us the names of the folks who need to receive the clips. We could start as ASAP but right now we would have no one to send the clips to. As soon as we know when they will be able to send us that info well update the cost estimate to reflect that date.

Thanks!

Dews, Donna

From: Wilson, Jessica
Sent: Thursday, December 07, 2017 11:55 AM
To: Quarles, Michael
Cc: Dews, Donna
Subject: FW: Documents Needed
Attachments: EPA - Quote 1001.pdf; Definers EPA Proposal 127.docx

Micahael please confirm this work plan and cost estimate are in line with SOW? Also note Donna is emailing you a sample memo approval that contracts needs for the approval of the work plan and cost estimate.

EPA cannot make this award until this is approved. We need to have this no later than 2pm can you make this work?

Jessica V. Wilson
Contracting Officer

U.S. Environmental Protection Agency
OARM/OAM/HPOD/PCSC
Ronald Reagan Building #61178
1200 Pennsylvania Ave. NW Mail Code: 3803R
Washington, DC 20460
Phone: 202-564-2504
E-mail: wilson.jessica@epa.gov

From: Julia Cotrone [mailto:(b)(4)]
Sent: Thursday, December 07, 2017 11:48 AM
To: Dews, Donna <Dews.Donna@epa.gov>
Cc: (b)(4); Gosnell, Jody <Gosnell.Jody@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Scott Cotter (b)(4)
Subject: Re: Documents Needed

Hi Donna,

Attached is adjusted work plan as well as a 12 month quote. Please give me a call if you have any questions!

On Wed, Dec 6, 2017 at 3:52 PM, Dews, Donna <Dews.Donna@epa.gov> wrote:

Hi Julia

Yes the cost estimate should be in a separate document, Also a quote. A quote has a quote number, Item line of the description of services, Quantity for each item, period performance for example 12/7/17 to 12/6/18 and an expiration date and the terms and conditions (i.e. good for 30 days or 60 days).

Thank you.

Donna Dews

Contract Specialist

US Environmental Protection Agency

Office of Acquisition Management

HPOD/Program Contract Service Center

Washington, DC 20460

202-564-6752 (DIRECT)

Dews.donna@epa.gov

From: Julia Cotrone [mailto:(b)(4)]
Sent: Wednesday, December 06, 2017 3:33 PM

To: Dews, Donna <Dews.Donna@epa.gov>
Cc: (b)(4) Gosnell, Jody <Gosnell.Jody@epa.gov>; Wilson, Jessica
<Wilson.Jessica@epa.gov>
Subject: Re: Documents Needed

Hi Donna,

Page 4 of the document outlines to cost breakdown - let me know if you would prefer it in a separate document

(b)(4)

Monthly Cost Breakdown:

(b)(4)

On Wed, Dec 6, 2017 at 3:25 PM, Dews, Donna <Dews.Donna@epa.gov> wrote:

Hi Julia C.

All I need now is the cost estimate. I do not have a template for the quote. Thanks so much!!!

Donna Dews

Contract Specialist

US Environmental Protection Agency

Office of Acquisition Management

HPOD/Program Contract Service Center

Washington, DC 20460

202-564-6752 (DIRECT)

Dews.donna@epa.gov

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Cc: (b)(4) Gosnell, Jody <Gosnell.Jody@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>

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US Environmental Protection Agency

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Julia Cotrone

O: (b)(4) | C: (b)(4)

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Julia Cotrone

O: (b)(4) | C: (b)(4)

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Julia Cotrone

O: (b)(4) | C: (b)(4)

Dews, Donna

From: Wilson, Jessica
Sent: Thursday, December 07, 2017 12:23 PM
To: Dews, Donna
Subject: RE: FW: Definers Cost Breakdown/Letter

To Whom It May Concern:

The Console (b)(4)

(b)(4)

Thanks,

Julia Cotrone

*Jessica V. Wilson
Contracting Officer*

*U.S. Environmental Protection Agency
OARM/OAM/HPOD/PCSC
Ronald Reagan Building #61178
1200 Pennsylvania Ave. NW Mail Code: 3803R
Washington, DC 20460
Phone: 202-564-2504
E-mail: wilson.jessica@epa.gov*

From: Dews, Donna
Sent: Thursday, December 07, 2017 10:44 AM

To: Quarles, Michael <Quarles.Michael@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>
Subject: RE: FW: Definers Cost Breakdown/Letter

Michael

Here is the SOW that you need to streamline.

Thank you.

Donna Dews
Contract Specialist
US Environmental Protection Agency
Office of Acquisition Management
HPOD/Program Contract Service Center
Washington, DC 20460
202-564-6752 (DIRECT)
Dews.donna@epa.gov

From: Quarles, Michael
Sent: Thursday, December 07, 2017 10:39 AM
To: Wilson, Jessica <Wilson.Jessica@epa.gov>
Cc: Dews, Donna <Dews.Donna@epa.gov>
Subject: FW: FW: Definers Cost Breakdown/Letter

Here is what have to date.

Have a great day,

Michael G. Quarles
Acquisitions and Assistance Manager
Office of Administrative and Executive Services
US Environmental Protection Agency
1200 Pennsylvania Ave. NW
Washington, DC 20460
Mail Code 6202A
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781.424.3491

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Hi Michael,

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Office of Administrative and Executive Services

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To Whom It May Concern:

| | |
|-------------|--------|
| The Console | (b)(4) |
| (b)(4) | |
| (b)(4) | |

Thanks,

Julia Cotrone

Special Assistant

Definers Public Affairs

Cost Breakdown

| |
|--------|
| (b)(4) |
|--------|

(b)(4)

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Julia Cotrone

O: (b)(4) | C: (b)(4)

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Julia Cotrone

O: (b)(4) | C: (b)(4)

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Julia Cotrone

O: (b)(4) | C: (b)(4)

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Sent: Thursday, December 07, 2017 3:33 PM
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Cc: Dews, Donna; Scott, Elaine
Subject: RE: FW: First Draft of SOW and Memo

Donna please note the contractor confirm the most recent SOW is in line with the Work plan and cost estimate.

Thanks,

Jessica V. Wilson
Contracting Officer

U.S. Environmental Protection Agency
OARM/OAM/HPOD/PCSC
Ronald Reagan Building #61178
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To: (b)(4)

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Subject: FW: First Draft of SOW and Memo

(b)(4)

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Jessica V. Wilson

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Phone: 202-564-2504

E-mail: wilson.jessica@epa.gov

From: Scott, Elaine
Sent: Thursday, December 07, 2017 3:13 PM
To: Wilson, Jessica <Wilson.Jessica@epa.gov>
Cc: Stewart, Keith <Stewart.Keith@epa.gov>; Plater, Lottie <Plater.Lottie@epa.gov>
Subject: FW: First Draft of SOW and Memo

Hi Jessica,

Can you tell me where we are with this please? It looks like the revised SOW hasn't even gone to the vendor yet.

From: Dews, Donna
Sent: Thursday, December 07, 2017 2:48 PM
To: Scott, Elaine <Scott.Elaine@epa.gov>
Cc: Wilson, Jessica <Wilson.Jessica@epa.gov>
Subject: FW: First Draft of SOW and Memo

Elaine

See below. Help

From: Quarles, Michael
Sent: Thursday, December 07, 2017 2:43 PM
To: Dews, Donna <Dews.Donna@epa.gov>
Cc: Wilson, Jessica <Wilson.Jessica@epa.gov>
Subject: First Draft of SOW and Memo

Hi Donna,

Can you please review and let me know if corrections are needed? Thank you.

Have a great day,

Michael G. Quarles

Acquisitions and Assistance Manager

Office of Administrative and Executive Services

US Environmental Protection Agency

1200 Pennsylvania Ave. NW

Washington, DC 20460

Mail Code 6202A

(202) 343-9970

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Julia Cotrone

O: (b)(4)

C: (b)(4)